

**EQUAL OPPORTUNITY STATUS REPORT**  
**OF**  
**CITY OF HUNTSVILLE PARKING & PUBLIC TRANSIT**  
**DEPARTMENT – PUBLIC TRANSIT DIVISION**

**For Plan Year**

**January 1, 2015 to December 31, 2015**

**CITY OF HUNTSVILLE PARKING & PUBLIC TRANSIT DEPARTMENT**  
**500B CHURCH STREET**  
**HUNTSVILLE, ALABAMA 35801**

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## **SECTION I**

### **CITY OF HUNTSVILLE & THE PUBLIC TRANSIT DIVISION**

Huntsville, Alabama is one of the most recognized cities in the Southeast – consistently named as one of the best places to live and work by a variety of national publications. Our city is regularly named as a premier location for both business and quality of life. Technology, space, and defense industries have a major presence here with the Army's Redstone Arsenal, NASA's Marshall Space Flight Center, and Cummings Research Park. Home to several Fortune 500 companies, Huntsville also offers a broad base of manufacturing, retail and service industries. Our quality of life is second to none – with a variety of educational, recreational, and cultural opportunities.

The Parking & Public Transit Department is located near the City's downtown business and historic districts. The goal of the Public Transit Division is to provide adequate and efficient community transportation services for the general public, senior citizens, physically challenged citizens, commuters, and individuals with limited transportation alternatives. The Public Transit Division operates two (2) specific programs that run daily and a third program that helps coordinate shared transportation.

The City's Shuttle Bus System (fixed route) operates Monday thru Friday from 6:00 a.m. to 6:30 p.m. on thirteen (13) routes covering more than 175 miles of city streets each hour of service. The shuttle buses in operation are ADA accessible. The Shuttle Program averages over 600,000 passenger trips annually.

The Handi-Ride Program operates ADA Paratransit Service for individuals with disabilities who because of their disability are unable to use the fixed route buses. This specialized, door-to-door, demand-response paratransit service is available Monday thru Friday from 6:00 a.m. to 6:30 p.m. The vehicles in operation, which range anywhere from 16 to 18 depending on demand, are radio dispatched and ADA accessible. Handi-Ride provides approximately 90,000 passenger trips annually.

The City of Huntsville's Department of Parking & Public Transit, participates in an online ridematching application called CommuteSmart. CommuteSmart offers free online carpool and vanpool matching services for local businesses and their employees. It is designed so that an individual can easily sign up and search for potential ridesharing matches throughout the State of Alabama. Four major Alabama cities participate namely Huntsville, Birmingham, Montgomery, and Mobile.

Individuals in the Huntsville area can register at  
<http://commutesmart.org/huntsville/>.

## **SECTION II**

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The City of Huntsville Public Transit Division abides by and is similarly committed to the City of Huntsville's policies and efforts to ensure equal employment opportunity. As such, it is the policy of the City of Huntsville Public Transit Division to encourage and support equal employment opportunity for all employees and applicants for employment without regard to race, color, creed, religion, national origin, ancestry, sex, age, marital status, political affiliation, sexual orientation, veteran status, or mental or physical disability, except where age or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient functioning in the job. Employment decisions will be evaluated on the basis of an individual's knowledge, skills, abilities, job performance and, other legitimate qualifications.

Equal employment opportunity, free of discriminatory practices, shall be enforced in all facets of employment including, but not limited to, recruitment, appointment (selection), testing, promotions, transfers, terms and conditions of employment, compensation, benefits, training, discipline, appeals, layoffs, and terminations.

It is the policy of the City of Huntsville to provide a work environment free from all forms of harassment. The City of Huntsville strictly prohibits discrimination and harassment of any kind, including sexual harassment. Employees of and applicants to the City of Huntsville Public Transit Division will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding equal employment opportunity.

As the Mayor of the City of Huntsville, I have the ultimate responsibility for ensuring that equal employment opportunity and affirmative action receive the high level of priority that is due this activity. I have appointed the Equal Employment Officer, Saundra L. Simmons, the responsibility of developing and monitoring affirmative action and other equal employment opportunity programs. However, management personnel at every level must share in the responsibility for promoting affirmative action and equal employment opportunity to ensure that compliance is achieved. To this end, the work performance of managers and supervisors will be evaluated, in part, on the basis of their equal employment opportunity efforts.

In furtherance of the City of Huntsville Public Transit Division's Equal Opportunity Policy, the Public Transit Division has developed a written Equal Opportunity Status Report (Affirmative Action Plan) which sets forth the policies, practices, procedures, goals and timetables, which the Public Transit Division is committed to applying in order to ensure that its policy of non-discrimination and affirmative action for qualified women and minorities is accomplished.

Equal opportunity must be part of all personnel decisions and in all phases of operation at the City of Huntsville Public Transit Division. Successful performance on our affirmative action goals will provide benefits to the division to the full utilization and development of previously underutilized human resources.

Employees of and applicants to the City of Huntsville Public Transit Division have the right to file complaints alleging discrimination or harassment with the City of Huntsville's Equal Employment Officer, Sandra L. Simmons, 308 Fountain Circle, Huntsville, AL. 35801.

6-29-15  
Date

Tommy Battle  
Tommy Battle, Mayor

## **SECTION III**

### **HARASSMENT POLICY**

(City of Huntsville Personnel Policies and Procedures Manual, March 2013, Section 3.3, pages 11 -13)

It is the policy of the City of Huntsville to provide a work environment free from all forms of harassment. The City of Huntsville does not tolerate harassment of employees and others based on, or related to, sex, race, color, national origin, religion, age, or disability. This policy applies to the actions of Department Heads, Division Managers, supervisors, co-workers, independent contractors, and any other individual who comes into contact with an employee while an employee is performing his/her job duties. Department Heads, Division Managers, supervisors, and employees who violate this policy are subject to severe discipline, including termination of employment.

Retaliation against individuals who report harassment is strictly forbidden. Any Department Head, Division Manager, supervisor, or other employee who is found to have taken any adverse action against an individual because of the individual's good-faith report or complaint of harassment is subject to severe discipline, including termination of employment. This may apply even if it is determined that the harassment report or complaint is not valid.

#### **(A) Harassment**

A course of conduct directed at a specific person or a specific group of people that causes substantial emotional distress in such person or group of people and serves no legitimate purposes.

#### **(B) Sexual Harassment**

(1) Sexual Harassment may take the form of an unwelcome act of a sexual nature by individuals of the same sex or opposite sex. Specifically, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- a) Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment. This may occur by clearly-stated acts or words, or implied acts or words;



- (b) Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant; or,
- (c) Such conduct is intended to interfere or results in interference with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

(2) Prohibited sexual harassment may include, but is not limited to: sexual innuendoes; sexual propositions; jokes of a sexual nature; sexually suggestive cartoons; suggestive or insulting sounds; leers, sexually-related whistles; and, obscene gestures. In addition, pinching, brushing against another person's body and subtle pressure for sexual favors is considered harassment.

(3) No supervisor shall threaten or insinuate, either by explicit or implied action(s), that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, classification (grade or step), assigned duties, or any other condition of employment or career development.

#### (C) Race, Color, Religion, National Origin, Age, and Disability Harassment

(1) Race, color, religion, national origin, age, and disability harassment is defined as unwelcome statements, name-calling, or other verbal or physical conduct based upon an employee's race, color, religion, national origin, age, or disability when any of the following occurs:

- (a) Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment;
- (b) Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant; or,
- (c) Such conduct is intended to interfere or results in interference with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

(2) Prohibited actions include, but are not limited to: use of derogatory terms or descriptions of an individual or group of individuals based on race, color, religion, national origin, age, or disability; stating stereotypical classifications concerning the race, color, religion, national origin, age, or disability, of any employee or group of employees; display of signs, pictures, cartoons, written statements or other material that

denigrates or discriminates against any employee(s) based on one's race, color, religion, national origin, age, or disability; and, general harassment, pushing, shoving, or other intentional acts perpetrated in whole, or in part, because of the employee's race, color, religion, national origin, age, or disability.

(D) Harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel is prohibited. For the purposes of Section 13 of this Policy, the workplace shall include any place where an employee of the City of Huntsville is required to perform his/her official duties of employment. Employees, while on duty, are specifically prohibited from engaging in harassing behavior, as defined in this Section 3.3, towards other employees, officials, or private citizens.

(E) Any employee or other person, who believes he/she has been a victim of harassment, as defined herein, should bring the alleged act to the attention of the immediate supervisor, the Equal Employment Officer (Saundra L. Simmons, 308 Fountain Circle, Huntsville, AL 35801), and/or the Director of Human Resources (Byron K. Thomas, 308 Fountain Circle, Huntsville, AL 35801). In addition, any employee or other person who observes acts of harassment by another City employee should bring the alleged act to the attention of the immediate supervisor, the Equal Employment Officer, and/or the Director of Human Resources. A supervisor to whom an alleged act of harassment is reported shall immediately contact the Human Resources Director.

The City of Huntsville's Harassment Policy presented here in its entirety is discussed with newly hired employees during their initial orientation with the Human Resources Department and again in depth as part of harassment training conducted by the Equal Employment Officer. We expect our employees to act in a responsible and professional manner, remain sensitive to treating their co-workers with dignity and respect, and help us provide a productive work environment.

7.30.15

Date

Tommy Battle

Tommy Battle, Mayor

## **INTERNAL COMPLAINT PROCEDURE**

The City of Huntsville and its Public Transit Division maintains an internal complaint procedure for use by its employees and applicants for employment. Whenever an employee or applicant for employment feels that he/she has been a victim of discriminatory treatment or harassment because of their race, color, religion, sex, national origin, age, or disability, the complainant is encouraged to file a complaint in accordance with the City of Huntsville's Harassment Policy presented earlier in this section. Complaints made pursuant to this policy are investigated by the City's Equal Employment Officer. Although the Equal Employment Officer will hear and investigate all complaints made, individuals are encouraged to make their complaints as soon as possible after the alleged incident has occurred. Because the facts and circumstances vary from case-to-case, strict time periods for completion of a complaint are not imposed. However, it is an overall goal of this office to investigate and complete complaints within sixty (60) calendar days of their receipt.

In addition to the complaint procedure specified in the City's Harassment Policy, any regular, full-time employee of the City of Huntsville may also file a grievance pursuant to the procedures set forth in the City's Grievance Policy. The grievance procedure is outlined in the City of Huntsville's Personnel Policies and Procedures Manual which is given and explained to employees during their orientation with Human Resources. Any employee desiring to file a grievance must do so within thirty (30) days after the situation complained of has occurred. If the grievance alleges a chain or series of events resulting in a grievance, then such grievance must be filed within thirty (30) days of the last act made as part of the grievance. The grievance procedure allows review of the employee's complaint by the Department Head and/or Director of Human Resources, with appeal rights to a Personnel Committee and ultimately to the Huntsville City Council.

The City of Huntsville recognizes that employees and applicants for employment who file an internal complaint in no way waive their rights to file a claim with the Federal Equal Employment Opportunity Commission (EEOC), which must be done within 180 days of the alleged discriminatory act.

For tracking purposes, all complaints received by the Equal Employment Officer will be entered into an EEO Investigations Excel Spreadsheet Data Base maintained by the EEO office with the following entries being made: date complaint was received, department, name of complainant, name of accused, and the charge. Complaints filed with the Federal

Equal Employment Opportunity Commission (EEOC) are maintained by the City of Huntsville's Human Resources Department and are entered into a Word Database with the following entries being made: employee's/applicant's name, department involved, date filed, reason filed, charge number, and the EEOC decision (if rendered).

## **SECTION IV**

### **DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Huntsville to include its Public Transit Division has established various channels of communication to ensure that employees and the community are aware of the City's positive posture toward equal employment opportunity (EEO) and affirmative action.

#### **Internal Dissemination:**

1. The City's Equal Employment Opportunity policy is printed in the City of Huntsville Personnel Policies and Procedures Handbook which is provided and explained to all full and part-time employees during orientation with the Human Resources Department. In addition, the handbook in its entirety is available to employees via the City's intranet.
2. The EEO poster and policy statement are posted in appropriate locations to ensure all employees are aware of the policy.
3. The Mayor of the City of Huntsville will emphasize the City's commitment to equal employment opportunity/affirmative action in a written statement issued yearly to each department head and throughout the ranks of City employment.
4. The Equal Employment Officer will conduct special training sessions/hold meetings semi-annually with department heads, management and supervisory personnel to explain the intent of the policy, discuss the EEO program and individual responsibility for effective implementation. (January & June)
5. The Equal Employment Officer will provide information through training and other materials to all other employees, which explain the policy and discuss individual employee responsibility.
6. Meetings will be held from time to time with minority, female and disabled employees to get their suggestions in implementing and refining the EEO program.
7. When employees are featured in City of Huntsville/Public Transit advertising, employee handbooks or similar publications, minorities and nonminority men and women are included.

#### **External Dissemination:**

1. All advertisements seeking personnel to fill position vacancies include a statement that the City of Huntsville, which includes the Public Transit Division is an equal employment opportunity employer, i.e., career opportunities announcements, job announcements advertised through the City's public service

announcements television channel (HSV1), newspaper ads, professional journals, etc.

2. All external recruiting sources are informed in writing of the City's equal employment opportunity policy and their assistance is solicited in providing qualified applicants for employment to include minorities and women. This includes local churches, high schools, colleges/universities, vocational schools, technical colleges, rehabilitation centers, community action and civil rights organizations and the state employment service.
3. Prospective employees/applicants for employment are made aware of the City's EEO policy when they visit or complete an application for employment via the City's website.

## **SECTION V**

### **DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION**

The Mayor of the City of Huntsville has the ultimate responsibility for ensuring that equal employment opportunity and affirmative action receive the high level of priority that is due this activity.

The Equal Employment Officer, who reports to the Mayor, coordinates the City's EEO efforts and has the full support of the Mayor and the City Council in carrying out these duties. To increase accessibility to employees and applicants for employment, the Equal Employment Officer maintains an office in the Department of Human Resources and works closely with the Director of Human Resources and other Human Resources personnel in employment related activities.

The City's philosophy and policy on equal employment opportunity is set forth in its Personnel Policies and Procedures Manual and presented above for the Public Transit Division.

The Equal Employment Officer has been assigned the following responsibilities:

- Develop policy statements, a written equal employment opportunity program, and internal and external communication procedures.
- Assist management in collecting and analyzing employment data, identifying problem areas, setting goals and time tables, and developing programs to achieve goals.
- Make recommendations on solutions to problems.
- Design and implement audit and reporting systems that will measure the effectiveness of the Division's EEO program; indicate the need for remedial action; determine the degree to which the Division's goals and objectives have been obtained.
- Ensure that action is initiated to remedy areas of underutilization.
- Report periodically to the Mayor on the Division's progress in relation to established placement goals, as applicable.
- Review the Public Transit Division's Equal Opportunity Status Report with appropriate personnel at all levels to ensure that the plan is understood and is followed in all personnel activities.
- Ensure that current legal information affecting equal employment opportunity/affirmative action is disseminated to appropriate management personnel.

- Serve as a point of contact for coordination and liaison between the Mayor's office and the Director of Public Transit on matters related to equal employment opportunity.
- Serve as liaison between the Public Transit Division, Federal, State, and local governments, government regulatory agencies, minority organizations, disabled and women's organizations, and community action groups.
- Assist in recruiting minority, women and disabled applicants and establishing outreach sources for use by management personnel with hiring responsibilities.
- Concur in all hires and promotions by monitoring the Public Transit Division's hiring and promotion process to include a thorough review of all career opportunities (job) announcements, approval of all interview and selection procedures, approval of candidates selected for interview and the actual random monitoring of the Division's interview/selection process.
- Ensure that equal employment opportunity and other labor law posters are properly displayed at all City facilities, which includes the Public Transit Division.
- Investigate charges of harassment/discrimination.

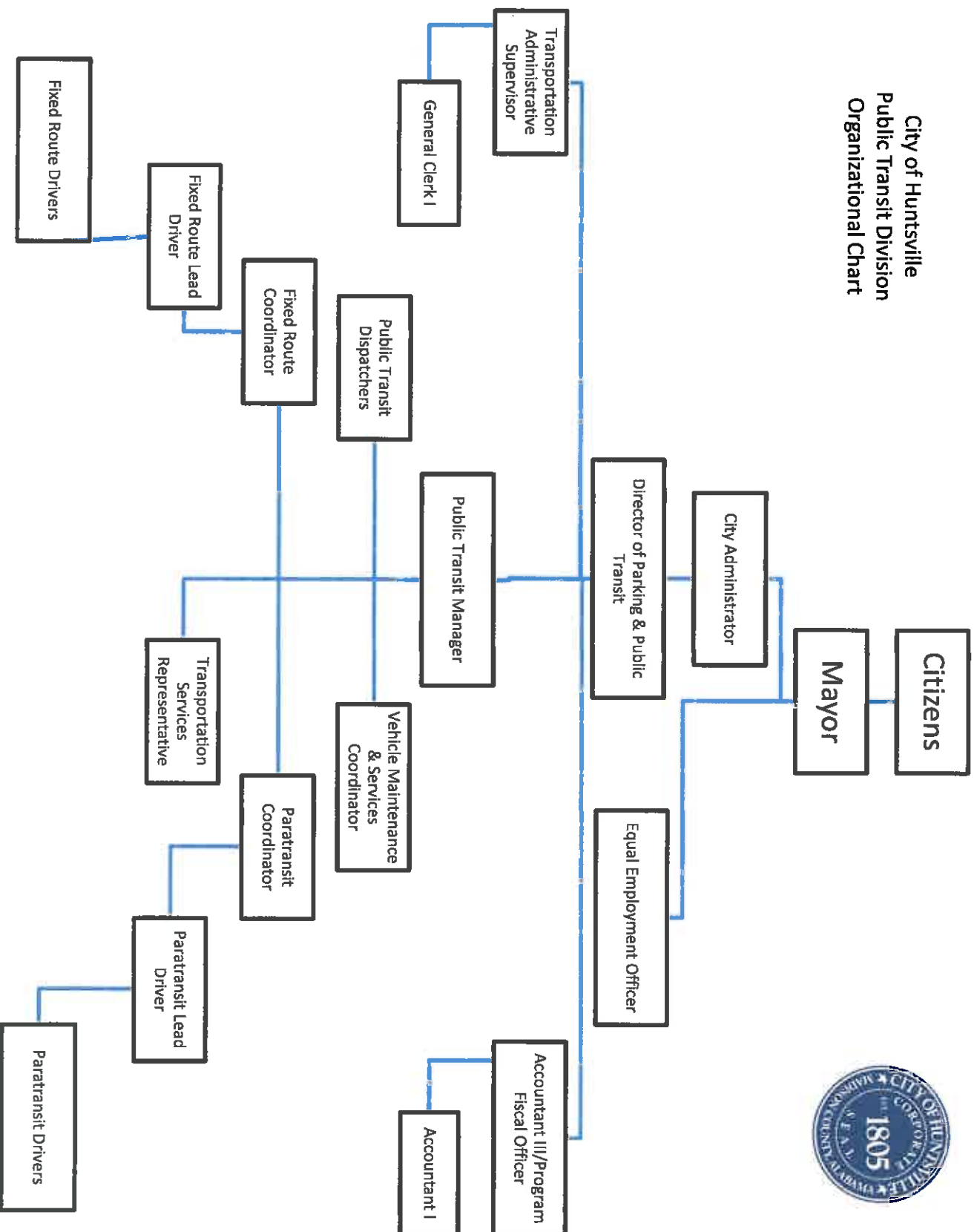
The following responsibilities, among others, have been assigned to all managerial and supervisory personnel of the Public Transit Division:

- Assist in identifying problem areas, formulating solutions and establishing department goals and objectives.
- Become actively involved with local minority organizations, disabled and women's groups, community action organizations and community service programs designed to promote equal employment opportunity.
- Participate actively in periodic audits of all aspects of employment, i.e., hiring and promotion patterns, training programs, etc., in order to identify and remove barriers obstructing the achievement of specified goals and objectives.
- Hold regular discussions (all managers, supervisors, and employees) to ensure the Division's policy and EEO program objectives are being followed.
- Review the qualifications of all employees to ensure that minorities, disabled persons, and women are given full opportunity for transfers, promotions, training, salary increases, and other forms of compensation.
- Take action to prevent harassment of employees.
- Participate in the investigation of harassment/discrimination complaints as requested by the Equal Employment Officer.



- Afford a full opportunity and encourage minority, female and disabled employees to participate in all City and/or Division sponsored educational, training, recreational and social activities.
- Conduct and support career counseling for all employees.
- Be accountable to the Director of Public Transit for personal support of the Division's EEO policies and for personal contributions toward achieving its Affirmative Action goals. The performance evaluations of managers and supervisors will, in part, be based on their equal employment opportunity efforts.
- Assist the Equal Employment Officer in conducting periodic audits to ensure that each location for which they are responsible has equal employment opportunity posters properly displayed.

# City of Huntsville Public Transit Division Organizational Chart



## SECTION VI

### PRIOR YEAR'S EQUAL OPPORTUNITY STATUS REPORT AND PERFORMANCE

Our prior Equal Opportunity Status Report indicated an underutilization in two job groups for which placement goals were set. They were as follows:

Percentage Annual Placement Goals		Plan Year: 01/01/12 – 12/31/12			
Job Group		Underutilized		Placement Goals	
#	Job Group	Females	Minorities	Females	Minorities
2	Paraprofessionals	Yes	No	48.10%	(1 Person)
5	Service-Maintenance Workers	Yes	No	68.60%	(12 Persons)

#### Job Group #2

As indicated above, a 48.10% placement goal for females (1 person) was set for Job Group #2 – Paraprofessionals. At the beginning of this plan period, we anticipated having only one vacancy to fill in this job group (Fixed Route Coordinator). However, during this plan period (January 1, 2012 to December 31, 2014), two additional vacancies became available resulting from an individual within the job group (Fixed Route Lead Driver) being promoted to the Fixed Route Coordinator and a voluntary demotion by the Paratransit Lead Driver to a Paratransit Driver position. Recruitment for these jobs were all done through internal Career Opportunities Announcements (job announcements) that were restricted to the Public Transit Division, and were all promotional opportunities. The Career Opportunities Announcements for these positions were posted on departmental boards and on the City of Huntsville's website as required. A total of seven (7) different applicants with one (1) being a female applicant applied for these positions. The selection process for these positions was followed as outlined in the City's Personnel Policies and Procedures Manual. Even though we had more vacancies within this job group than we had originally anticipated, we were unable to meet our placement goal due to the obvious low interest in these positions (both male and female employees) and we had only one (1) female applicant to apply whose qualifications were more suitable for a position in Job Group #5 to which she was promoted.

This is a very stable job group. In the upcoming plan period, we do not anticipate having any vacancies or the need for additional personnel to be added to this job group. We will continue to monitor Job Group #2 closely as vacancies exist and review our recruitment strategy for this group in an attempt to attract more female applicants in order to meet our placement goal.

### **Job Group #5**

Job Group #5 – Service-Maintenance Workers showed an underutilization of females and a placement goal of 68.60% (12 persons) was set. We needed to increase females in this job group from 40.91% (18 persons) to 68.60% (30 persons). We projected having to fill at least thirty (30) vacant positions in this job group. Our plan was to make a good faith effort in recruiting qualified females for these positions in order to increase our female representation to at least our placement goal of 68.60% (12 persons). In order to meet this goal, we projected to increase the number of females in this job group each year over the next three (3) years by four (4) persons for a total of twelve (12) persons.

All new hires in the Public Transit Division over the last three (3) year period have been for positions in this job group. We ran continuous external job announcements for Fixed Route and Paratransit Drivers from January 1 – December 31 each year. A total of 2,691 applications were received over this three (3) year period with 2,640 applicants self-identifying their race and gender. Of these 2,640 applicants who identified their race and gender, 980 (37.12%) were female applicants. Our recruitments efforts were successful in that we were able to recruit and hire a total of 43 individuals in this job group – 18 males and 25 females. Even though we were able to hire 13 females above the projected 12 needed to meet our placement goal, terminations, lateral transfers, and promotion of females from this job group have made it necessary to set another placement goal this plan period. Overall, we were able to increase female representation from 40.91% (18 persons) to 44.90% (22 persons).

It is our plan to continue the “continuous” external job announcements for positions within this group, which will allow both internal (all City of Huntsville employees) and individuals external to the organization an opportunity to apply.

## **SECTION VII**

### **INTRODUCTION**

This Equal Opportunity Plan reflects the commitment of the City of Huntsville Public Transit Division to ensure equal opportunity for all its applicants and employees and to identify and remove any barriers to equal opportunity and employment.

The Public Transit Division's current Equal Employment Opportunity Status Report designated as January 1, 2015 – December 31, 2015, covers employment activity over a three year period from January 1, 2012 – December 31, 2014.

## **SECTION VIII**

### **ELEMENTS OF THE EQUAL OPPORTUNITY STATUS REPORT**

- (A) Workforce Analysis
- (B) Job Group Analysis
- (C) Availability Analysis
- (D) Comparison of Incumbency to Availability/Placement Goals
- (E) Analysis of Availability Factor Computation, Placement Goals and Action-Oriented Programs to Correct Deficiencies
- (F) Combined Charts – Workforce Analysis, Job Group/Availability Analysis and Placement Goals
- (G) Statement Regarding Reasonable Recruitment Area

## **WORKFORCE ANALYSIS**

The Workforce Analysis includes a list of the Public Transit Division's entire workforce showing each job title ranked from the lowest to highest grade. For each job title, the number of employees (full, part-time and temporary), salary grade, and incumbent distribution among males and females of various racial groups are reported.

### **Racial Categories:**

White  
Black (or African American)  
Hispanic (Hisp)  
Asian/Pacific Islander (A/PI)  
American Indian/Alaskan Native (AI/AN)  
Other (Other than the above)

### **EEO-4 Job Categories:**

A = Officials & Administrators  
B = Professionals  
C = Technicians  
D = Protective Service Workers  
E = Para-Professionals  
F = Administrative Support  
G = Skilled Craft Workers  
H = Service-Maintenance Workers

## CITY OF HUNTSVILLE

**From:** 01/01/15  
**To:** 12/31/15

[illegible]



## **JOB GROUP ANALYSIS AND AVAILABILITY ANALYSIS**

### **Job Group Analysis**

In order to establish job groups for the Public Transit Division, each job title was assigned to one of the EEO-4 job categories. Since the Public Transit Division has fewer than 150 employees in its total workforce (Current Total = 63), jobs in the same EEO-4 categories were used to form the job groups. The Job Group Analysis is a listing of all the job titles that make up each job grouping. The sex and race of each incumbent in the various jobs are also identified. The job groups established for the Public Transit Division are as follows:

<b>Job Group #1: Professionals</b>	EEO-4 Category
Transportation Administrative Supervisor	B
Accountant I	B
Accountant III	B
Public Transit Manager	B
<b>Job Group #2: Paraprofessionals</b>	
Paratransit Lead Driver	E
Fixed Route Lead Driver	E
Fixed Route Coordinator	E
ParaTransit Coordinator	E
<b>Job Group #3: Administrative Support</b>	
General Clerk I	F
Public Transit Dispatcher	F
Transportation Services Representative	F
<b>Job Group #4: Skilled Craft Workers</b>	
Vehicle Maintenance & Services Coordinator	G
<b>Job Group #5: Service-Maintenance Workers</b>	
Fixed Route Driver	H
ParaTransit Driver	H
<b>Job Group #6: Officials &amp; Administrators</b>	
Director of Parking & Public Transit	A

(For the principal duties and rates of pay for each position in the above job groups, see Section XIV - Job Descriptions)

## **Availability Analysis**

The availability analysis is an estimate of the number of qualified minorities or women available for employment in a given job group (from which we can reasonably recruit) expressed as a percentage of all qualified persons available for employment in the job group. In order to determine the percentage of qualified persons available for employment in a given job group, both external availability and internal availability had to be considered – two factor analysis.

The external availability is the percentage of minorities or women with requisite skills in the reasonable recruitment area. The internal availability is the percentage of minorities or women among those promotable, transferable, and reasonably trainable within the department/City. Census Data – EEO Tabulation 2006-2010 (5 Year ACS Data) for the Huntsville, Alabama metropolitan statistical area was used to calculate the external availability percentages. Internal availability percentages are derived from determining the number of employees within the department/City that could be promoted, transferred and/or trained for a particular job group.

### *Explanation of Availability Analysis Table*

External and Internal Availability percentages for minorities and women – see above.

Factor or Value Weights express the percentage of external and internal recruitment for a job group based on historical data. In other words, for a particular job group what percentage of positions historically has been filled by external candidates and what percentage has been filled from within the City - for a job group, do we recruit more internally or externally. Weighted Availabilities or Weighted Factors are determined by multiplying the external and internal availability for minorities and women by the corresponding factor weight.

Final availability is determined by adding the weighted availabilities. For example, the final availability for minorities is computed by adding the external weighted availability and the internal weighted availability. Where fewer minorities and women are employed in a particular job group than would reasonably be expected based on their availability, underutilization exist and a placement goal must be set.

Personnel activity logs for new hires, promotions and transfers for calendar years 2012 – 2014 were used to determine the factor weights for this plan year.

## CITY OF HUNTSVILLE

**From:** 01/01/15  
**To:** 12/31/15

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# Availability Analysis

Job Group: #1 Professionals

FACTOR	FACTOR DESCRIPTION	AVAILABILITY		FACTOR WEIGHT	WEIGHTED AVAILABILITIES		SOURCE
		MINORITY	FEMALE		MINORITY	FEMALE	
External	Availability with requisite skills in the area which facility can recruit	16.5%	48.0%	100.0%	16.5%	48.0%	Census Data - EEO Tabulation 2006-2010 (5 Year ACS Data) Huntsville, AL MSA
Internal	Availability of promotable or transferable employees within the organization						
	FINAL AVAILABILITY*			100.0%	16.5%	48.0%	

\*Placement rate goal equals final availability

## CITY OF HUNTSVILLE

From: 01/01/15  
To: 12/31/15

[illegible]

# Availability Analysis

Job Group: #2 Paraprofessionals

FACTOR	FACTOR DESCRIPTION	AVAILABILITY		FACTOR WEIGHT	WEIGHTED AVAILABILITIES		SOURCE
		MINORITY	FEMALE		MINORITY	FEMALE	
External	Availability with requisite skills in the area which facility can recruit	31.6%	42.6%	33.0%	10.4%	14.1%	Census Data - EEO Tabulation 2006-2010 (5 Year ACS Data) Huntsville, AL MSA
Internal	Availability of promotable or transferable employees within the organization	68.1%	40.4%	67.0%	45.6%	27.1%	Feeder Positions: Paratransit Driver, Fixed Route Driver, Fixed Route Lead Driver & Paratransit Lead Driver
	FINAL AVAILABILITY*			100.0%	56.1%	41.1%	

\*Placement rate goal equals final availability

## CITY OF HUNTSVILLE

From: 01/01/15  
To: 12/31/15

[illegible]

# Availability Analysis

Job Group: #3 Administrative Support

FACTOR	FACTOR DESCRIPTION	AVAILABILITY		FACTOR WEIGHT	WEIGHTED AVAILABILITIES		SOURCE
		MINORITY	FEMALE		MINORITY	FEMALE	
External	Availability with requisite skills in the area which facility can recruit	28.6%	73.5%	68.0%	19.4%	50.0%	Census Data - EEO Tabulation 2006-2010 (5 Year ACS Data) Huntsville, AL MSA
Internal	Availability of promotable or transferable employees within the organization	74.4%	51.3%	32.0%	23.8%	16.4%	Feeder Positions: Paratransit Driver & Parking Cashier
	FINAL AVAILABILITY*			100.0%	43.2%	66.4%	

\*Placement rate goal equals final availability



## CITY OF HUNTSVILLE

From: 01/01/15  
To: 12/31/15

[illegible]

# Availability Analysis

Job Group: #4 Skilled Craft Workers

FACTOR	FACTOR DESCRIPTION	AVAILABILITY		FACTOR WEIGHT	WEIGHTED AVAILABILITIES		SOURCE
		MINORITY	FEMALE		MINORITY	FEMALE	
External	Availability with requisite skills in the area which facility can recruit	14.5%	0.0%	100.0%	14.5%	0.0%	Census Data - EEO Tabulation 2006-2010 (5Year ACS Data) Huntsville, AL MSA
Internal	Availability of promotable or transferable employees within the organization						
	FINAL AVAILABILITY*			100.0%	14.5%	0.0%	

\*Placement rate goal equals final availability

## CITY OF HUNTSVILLE

**From:** 01/01/15  
**To:** 12/31/15

[illegible]

# Availability Analysis

Job Group: #5 Service-Maintenance Workers

FACTOR	FACTOR DESCRIPTION	AVAILABILITY		FACTOR WEIGHT	WEIGHTED AVAILABILITIES		SOURCE
		MINORITY	FEMALE		MINORITY	FEMALE	
External	Availability with requisite skills in the area which facility can recruit	36.3%	50.8%	94.0%	34.1%	47.8%	Census Data - EEO Tabulation 2006-2010 (5 Year ACS Data) Huntsville, AL MSA
Internal	Availability of promotable or transferable employees within the organization	82.6%	56.5%	6.0%	5.0%	3.4%	Feeder Positions: Paratransit Driver & Public Transit Dispatcher
	<b>FINAL AVAILABILITY*</b>			100.0%	39.1%	51.2%	

\*Placement rate goal equals final availability

## CITY OF HUNTSVILLE

**From:** 01/01/15  
**To:** 12/31/15

[illegible]

# Availability Analysis

Job Group: 6 Officials & Administrators

FACTOR	FACTOR DESCRIPTION	AVAILABILITY		FACTOR WEIGHT	WEIGHTED AVAILABILITIES		SOURCE
		MINORITY	FEMALE		MINORITY	FEMALE	
External	Availability with requisite skills in the area which facility can recruit	32.7%	35.8%	100.0%	32.7%	35.8%	Census Data - EEO Tabulation 2006-2010 (5 Year ACS Data) Huntsville, AL MSA
Internal	Availability of promotable or transferable employees within the organization						
	FINAL AVAILABILITY*			100.0%	32.7%	35.8%	

\*Placement rate goal equals final availability

## **COMPARISON OF INCUMBENCY TO AVAILABILITY/PLACEMENT GOALS**

We have reviewed our representation of women and minorities within each job group and compared that utilization to availability. Where it has been determined that we are underutilized, a placement rate goal has been established. The Public Transit Division has established a percentage placement goal equal to availability whenever it is determined that the difference between availability and the actual employment of minorities or women in a job group equals one person or more – stated differently, when current representation falls below availability by at least one person a placement goal has been set.

It should be noted that the setting of a placement goal by the City's Public Transit Division is not an admission of illegal or discriminatory conduct, nor a lack of good faith efforts taken towards affirmative action. Rather, the placement goal is set for affirmative action purposes to target and make good faith efforts toward that goal to increase the percentage of minorities and/or women in the workforce.

Comparison of Incumbency to Availability as of 01/01/15

	Total		Females		Total	Minorities	Minority	Underutilized
Job Group	Employees	Males	Females	%	Female % Availability	%	% Availability	Females Min
1 Professionals	3	0	3	100.00	48.00	33.33	16.50	No
2 Paraprofessionals	4	4	0	0.00	41.10	25.00	56.10	Yes
3 Administrative Support	5	1	4	80.00	66.40	80.00	43.20	No
4 Skilled Craft Workers	1	1	0	0.00	0.00	0.00	14.50	No
5 Service-Maintenance Workers	49	27	22	44.90	51.20	73.47	39.10	Yes
6 Officials & Administrators	1	1	0	0.00	35.80	0.00	32.70	No



**Plan Year: 01/01/15 - 12/31/15**

[illegible]

## **ANALYSIS OF AVAILABILITY FACTOR COMPUTATION, PLACEMENT GOALS AND ACTION-ORIENTED PROGRAMS TO CORRECT DEFICIENCIES**

**Plan Year: 01/01/15 – 12/31/15**

The Public Transit Division has established a percentage placement goal equal to availability whenever the current representation of minorities or females in a job group fall below availability by one person or more.

It should be noted that statistical significance is lost when dealing with extremely small job groups (those with  $\leq 3$  incumbents). Two out of the six job groups have less than three employees (Job Groups # 4, & 6). Two out of the six job groups required that a placement goal be established and will be discussed below. (See Percentage Annual Placement Goals Chart)

### **Job Group #2 Paraprofessionals**

Based on historical data for Job Group #2, we determined that we hire externally 33.0% (external factor weight) and internally 67.0% (internal factor weight) of the time for this job group. Census Data – EEO Tabulation 2006-2010 (5 Year ACS Data) for Huntsville, AL MSA was used to determine the external availability of minorities and females and internal availability for the same was calculated using current workforce numbers from feeder positions. The weighted availability numbers were determined by multiplying the external and internal availability for minorities and women by the corresponding factor weight. Final availability was computed by adding the external weighted availability and the internal weighted availability for minorities and females respectively. The final availability percentage for minority Paraprofessionals is 56.10% and for females its 41.10%. An analysis of our workforce shows that we have a total of four (4) employees comprising this job group with minorities representing 25.00% (1 person) of the group and 0.00% female representation.

We have set a placement goal for the next plan period of 56.10% (1 person) for minorities and 41.10% (1 person) for females. This is a very small job group in terms of required personnel (4 persons). As stated previously, this is normally a very stable job group. As such, in the upcoming plan period we do not anticipate having any vacancies or the need for additional personnel to be added. We will continue to monitor this group closely for opportunities to increase our minority and female percentages.

## **Job Group #5 Service-Maintenance Workers**

As discussed previously, during this last Plan Period overall we were able to increase female representation in this job group from 40.91% (18 persons) to 44.90% (22 persons). Using new census data and calculating new final availability percentages, the final availability percentage for minority Service-Maintenance Workers is 39.10% and for females its 51.20%.

Our analysis shows that we currently have forty-nine (49) employees in this job group - 73.47% (36 persons) are minorities and 44.90% (22 persons) are female. We have set a placement goal of 51.20% (3 persons) for females.

### **Goals and Timetables**

The Public Transit Division maintains a small workforce of 63 employees (66.67% - 42 minorities and 46.03% - 29 females). Our overall goal is to meet the placement goals as outlined above in the shortest time frame possible and to maintain those numbers. Over the next evaluation period, with there being no anticipated vacancies and no foreseen need for additional personnel to be added to Job Group #2 Paraprofessionals, it is impossible at this point to project when or if our placement goal for minorities and females in this job group can be met.

The majority of our personnel activity (new hires 100%, promotions 33%, transfers 33%, and terminations 100%) involved Job Group #5. Forty-nine (77.78%) of the Public Transit workforce occupy positions in this job group. Our goal in the short term is to minimize turnover in this area with special emphasis being placed on female retention by ensuring that we have effective lines of communication between employees and supervision in order to address problems and concerns as they occur. We will continue to ensure that all Career Opportunities Announcements are posted appropriately in full view in several locations on and off site so that every employee regardless of their position, work schedule, and place of assignment has an opportunity to be made aware of all position vacancies. In the long term (over the next 3 years), it is our goal to have increased the number of female applicants in our applicant pool by continuing to utilize our various recruitment sources and methods. We anticipate having to fill at least 33 vacancies within this job group over the next three years either by external hires or internal promotions. At the end of this three year period, we hope to have increased the number of females in Job Group #5 by at least three (3) thereby meeting our female placement goal of 51.20%.

**COMBINED CHARTS**

**WORKFORCE ANALYSIS, JOB GROUP/AVAILABILITY ANALYSIS  
AND  
PLACEMENT GOALS**

### CHART 1

[illegible]

[illegible]

## **STATEMENT REGARDING REASONABLE RECRUITMENT AREA**

### **Statement Regarding Reasonable Recruitment Area – External**

The Public Transit Division recruits externally for all of its job groups primarily from the Huntsville/Madison County area. The Huntsville/Madison County area has several local colleges, universities, community colleges, technical/trade schools, skill centers, and a state employment service from which to recruit qualified minority and female applicants. In February 2008, the City of Huntsville's Human Resources Department initiated an on-line application process (Neogov), which has extended our recruitment capabilities nationally.

### **Statement Regarding Regarding Reasonable Recruitment Area – Internal**

It is the policy of the City of Huntsville and the Public Transit Division to provide promotional opportunities whenever possible to qualified employees. The Human Resources Department ensures that all City employees are kept abreast of position vacancies through the City of Huntsville's job line and website, the City's public service announcements television channel (HSV1), and by ensuring that applicable Career Opportunities Announcements (job announcements) are sent to each department for posting.